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DD/R # 281-62

22 June 1962

MEMORANDUM OF RECORD

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SUBJECT: Telephone Conversation between [REDACTED]
Office of Personnel, and [REDACTED]
Office of the DD/R; this date

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1. [REDACTED] advised that in the interest of acquiring the necessary budgetary and other support to conduct an adequate recruitment program, it would be necessary for the DD/R to supply, as the other major components are already doing, the following information on a monthly basis:

- a. The cumulative total of applicants in process at the end of each month.
- b. How many applicants were put in process during the month.
- c. How many EOD's occurred during the month.
- d. Total number of cancellations of applicants in process during the month. Also to be included is the nature of the cancellation, whether a declination by the applicant, or a rejection by the Office of Security or the Medical Staff.
- e. The number of reassignments to other Career Services in the Agency.
- f. Vacancies that have developed during the month because of resignations, retirements or death.
- g. The total number of vacancies at the end of each month.

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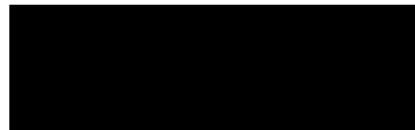
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2. In response to my inquiry, [REDACTED] said it would not be necessary to report on military detailees. Thus, any military detailees can be disregarded in the above statistics since these do not involve recruitment costs or effort.

3. It is requested that these reports from the DD/R components be submitted through me.

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**Executive Assistant
O/DDR**

Distribution: 25X1A9a

- 1 - OSA [REDACTED]
- 1 - Office of ELINT

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DDR: [REDACTED] 6561:bb (22 June 62)

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